

**LAFAYETTE CONSOLIDATED GOVERNMENT
DEPARTMENT OF PLANNING, ZONING & CODES
CODES DIVISION**

APPLICATION FOR ONE OR TWO FAMILY RESIDENCE

(Self-Contractor Packet)

FEE SCHEDULE:

Residential Plan Review Fee:	\$50.00
Re-inspection Fee:	\$50.00
Building Permit Fee:	\$3.00 per \$1,000.00 of Fair Market Value

NOTE: Residential work exceeding \$50,000.00 must be performed by a licensed residential contractor. The homeowner is required to obtain a homeowner/builder affidavit as prepared by the State Licensing Board for Contractors. ***A building inspector will be on site for residential reviews on Mondays, Wednesdays and Fridays between the hours of 8:00 a.m. and 11:00 a.m. Reviews may be performed at other times, if an inspector is available.***

Registration with the State Licensing Board is required for work costing \$7,500.00 or more.
(Residential Licensing Division: (225) 765-2301)

PLAN REVIEW AND PERMITTING PROCESS

To obtain a Residential Building Permit, completion of the plan review process (as outlined in this packet) is required by the homeowner/builder. A separate permit is required for the following activities; Building, Plumbing, Electrical and Mechanical work. Also, first time residential contractors are required to go through a plan review.

NOTE: Any issued permit that has had 'no activity' for 180 days or more will be automatically voided. A \$15.00 fee will be assessed to have a voided permit renewed.

REQUIRED DOCUMENTS:

1. Site Plans - Drawn to scale, showing all buildings on the site and their relationship to the property lines, streets and/or easements. A legal description of the property is required to show that it is properly platted as a legally subdivided parcel of land. Proof of ownership of the property is required, along with a letter from the Board of Health if the residence is to be on a private sewer system.
2. Dimensioned and Labeled Floor Plan – Outlining all fixtures and equipment with location of attic access, location of all doors and windows.
3. Door and Window Schedule – Description of sizes and types indicating safety or tempered glass where required.
4. Foundation Plan – Location and size of all perimeter and interior footings as well as any special foundation requirements such as footings for fireplaces, etc. Details of footings showing depth, width, reinforcing, vapor barriers, fill and slab reinforcing.
5. All Drawings – Detailing building sections showing framing members and sizes, stair details, exterior wall details showing flashing, etc.
6. **NOTE:** If the home is located in any of the following Flood Hazard areas: “A, AE or AH”, the Department’s Flood Plain Administrator will provide an Elevation Certificate to be completed by a surveyor to specify that all foundations, machinery and/or equipment meet the minimum base flood elevations.

PROCEDURE:

1. Present all required documents as listed in this procedure packet at time of review.
2. Planning Division will determine that the property has been properly platted and addressed (if situated within the parish).
3. Zoning Division to determine that all of the required setbacks are met and that all easements have been observed (if situated within the Lafayette city limits).
4. Codes Division will review pertinent building code requirements for the residence.
5. Residences being built on a lot with "open ditches," must obtain a culvert permit from the Department of Public Works (337-291-5634)
6. A Homeowner/Building affidavit is to be signed.
7. If property is in a Flood Zone it will be located on a flood plain map and a determination will be made as to whether the property is within a Flood Zone A (100 year flood zone) or a Flood Zone X (500 year flood zone).
8. Applicant's permit can now be issued and the construction can proceed.

INSPECTIONS:

1. Building, plumbing, electrical, heating and air conditioning contractors are to contact the Codes Division for inspections.
2. Foundation Inspections: Prior to a building foundation inspection, all plumbing, electrical and/or mechanical sections must be inspected and approved for all devices, equipment, wiring, piping, etc. that is installed under the foundation.

The building foundation inspection will be made when the slab and footings have been completely prepared for pouring. All reinforcement and vapor barriers must be in place and termite treatment applied. All foundations must be free of vegetation and organic material. All footings must extend at least 12 inches into undisturbed soil, or shall be placed in properly compacted fill. Compaction tests will be required for footings in fill.

3. Open Wall Inspections: Electrical, plumbing, and mechanical open walls must be approved prior to the building open wall inspection. Framing includes bearing wall and partition wall, ceiling joists, rafters, exterior wallboard, windows and exterior doors, roof bracing, fresh air vents for bathrooms, toe plates to be anchored properly and corner bracing installed.
4. Final Inspections: The following is a guide to a final inspection approval and issuance of a certificate of occupancy.
 - Walls finished
 - Lot clean and graded for drainage
 - Soffit/Roof vent for attic ventilation
 - Plumbing final
 - Electrical final
 - Heating & air conditioning final
 - Municipal number posted
 - Smoke detector installed
 - Final flood certificate for property in a designated flood hazard area.

A permit is a license to proceed with the work and shall not be construed as authority to violate, cancel, alter or set aside any of the provisions of the Lafayette City-Parish Code of Ordinances. Furthermore, the issuance of a permit shall not prevent the Building Official from thereafter requiring a correction of errors in plans or in construction, or of violations of the Code.

EXAMPLES OF JOBS REQUIRING A PERMIT:

- A new residence
- Home additions and most renovations
- Covered patios
- Accessory structures
- Roofing & decking that exceeds 100 square feet
- Changing out or relocating a hot water heater
- Changing out or relocating an air conditioning unit or components (excluding window units)
- Any electrical work
- Any plumbing work
- Pools; below and above ground
- Gas line work
- Sewer line work
- Relocation of a house or mobile home
- Others, as defined by the Planning, Zoning and Codes Division

EXAMPLES OF RESIDENTIAL PERMIT EXEMPTIONS:

(must comply with Planning/Zoning regulations)

- Fixture Replacements (Electrical & Plumbing)
- One story detached accessory structures 200 square feet or less on piers or skids; but must comply with Zoning setbacks. (Residential code)
- Lightweight covered patios, but must comply with Zoning setbacks.
- Fences not over 6 feet high.
- Retaining walls not over four (4) feet high.
- Sidewalks and driveways not more than 30" above grade.

CONTACT LIST

1. Physical Address:

Lafayette Consolidated Government
Codes Division
220 West Willow Street, Building B
Lafayette, LA 70501
Office Hours: M-F 7:00 AM to 4:00 PM

2. Mailing Address:

Lafayette Consolidated Government
Codes Division
P O Box 4017-C
Lafayette, LA 70502

3. Web Site:

www.LafayetteLa.gov - select division under <PZC Main Menu>

4. Codes Division: (337) 291-8461

5. Codes Administrative Assistant: (337) 291-8491

6. Flood Plain Administrator: Brad Duhon (337) 291-8468

7. National Electrical Code: Greg Wiltz (337) 291-8480

8. Louisiana State Plumbing Code: David Cloteaux (337) 291-8469

9. International Fuel/Gas Code: David Cloteaux (337) 291-8469

10. International Mechanical Code: Danny Melancon (337) 291-8460

11. International Building Code: Larry Manuel (337) 291-8050

12. International Residential Code: Larry Manuel (337) 291-8050

13. Zoning Division: Kyle Faber (337) 291-8442

14. Lafayette Parish Health Unit: (337) 262-5616 Ext. 166

15. LUS Electrical Engineering: Keith Zerangue (337) 291-5846

16. LUS Water and Sewer: Water: Tracy Mouton (337) 291-5742, Sewer: (337) 291-5751

17. Entergy: 1-800-822-0000

18. SLEMCO: (337) 896-5551

19. BellSouth: 1-557-6500 (toll free)

20. ATMOS Energy: (337) 234-8752,

21. ENTEX: (337) 232-4194

22. State Highway Department: (337) 233-7404

23. Residential Licensing Division: (225) 765-2301

24. LCG Department of Public Works (337-291-5634)

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PLAN REVIEW/PERMIT REQUIREMENTS

Application Date: _____

Address For Review: _____

1. Owner agrees to hire licensed plumber, electricians, and mechanical contractors.
2. Foundations shall be prepared as indicated on drawings.
3. All lumber and plywood shall be stamped and grade marked.
4. Apply and secure corner bracing as required.
5. Flash all openings properly.
6. Bedroom windows shown on plan appear to meet code requirements for emergency egress. Hazardous glazing locations required tempered glass.
7. Rafters and joists shall not be over spanned, shall be properly braced and shall be nailed one to the other.
8. Stairs, handrails, and guardrails shall meet all requirements of code.
9. All bedrooms shall be serviced with smoke alarms, hardwired into electrical system in series with battery back up.
10. Fireplace shall be draft stopped and with adequate clearance to combustibles.
11. Attic access and ventilation shall be provided.
12. Trash bins with port-a-lets are required.
13. Inspections shall be called for in a timely manner.
14. Owner acknowledges he/she has received a "self-builder" packet.
15. A fifteen-minute draft stop is required between an enclosed garage and a house.
16. _____
17. _____
18. _____
19. _____
20. _____

Signed,

Larry Manuel,
Chief Building Inspector

LM/ro

I, _____, acknowledge a copy of the Self-Contractor
Packet has been given to me.

Signed: _____
Permit Purchaser

LAFAYETTE CONSOLIDATED GOVERNMENT

DEPARTMENT OF PLANNING, ZONING & CODES

CODES DIVISION

The Codes Division is charged with the responsibility of implementing the Building Codes, the Federal Flood Management Program, and acting as permitting agency for the Lafayette Consolidated Government.

Codes Division is responsible for the following functions:

- Residential Permits
- Commercial Building Permits
- Inspections
- Flood Plain Administration

Effective July 1, 2004 (Ordinance No. O-100-2004) the Lafayette Consolidated Government adopted the following:

- 2000 International Building Code with wind load and occupancy notes
- 2000 International Residential Code with chapter exceptions: 11, 25 through 42
- 2000 International Mechanical Code
- 2000 International Fuel/Gas Code
- 2000 Louisiana State Plumbing Code
- 2002 National Electrical Code

Loads:

Wind	109 mph (three-second gusts) Exposure "B"
Snow	Negligible
Seismic	Negligible

Revised 9/04